

Retention and Classification Report

Agency: Springville (Utah) (1112)

110 South Main
Springville, UT 84663
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Records Officer Misty Gavin

28290	Cemetery interment records
28282	Cemetery plot care payment records
82997	Council minutes
13462	Library board minutes
25205	Publications
13463	Scrapbooks

AGENCY: Springville (Utah)

SERIES: 28290

3

TITLE: Cemetery interment records

DATES: 1851-

ARRANGEMENT: Alphabetical and chronological.

DESCRIPTION:

This series contain several volumes used to record burials in the Springville City and Evergreen Cemeteries. The earliest book was begun in 1879 and records burials as early as 1851. Burials were listed alphabetically by family name in one section and listed chronologically in another section. The book also includes an early cemetery map, information about plot ownership, and "promiscuous" information on the burial of strangers and unknown individuals.

The second volume is arranged in alphabetical sections and repeats information from the earlier volume, with additional burials listed through 1947. The third volume is in reverse chronological order and overlaps with earlier and later volumes. The fourth and fifth books ostensibly cover the City and Evergreen Cemeteries, respectively, but there is some cross-over in the two books. They are arranged chronologically and overlap earlier and later volumes. The most recent book picks up from the two preceding volumes and contains information on burials in both cemeteries, listed chronologically. The burial records in this series typically include such information as the name of the deceased, date and place of birth, date and place of death, cause of death, names of parents, last place of residence, burial date, and location of grave.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 05/30/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Springville (Utah)

SERIES: 28290

TITLE: Cemetery interment records

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the identity and location of burials in the Springville City and Evergreen Cemeteries.

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 28282

3

TITLE: Cemetery plot care payment records

DATES: 1939-ca.1984

ARRANGEMENT: Chronological by year and alphanumeric by plot number.

DESCRIPTION:

This series contains two ledgers used to record payments for care of cemetery plots. The ledgers initially note annual payments and later payments for perpetual care. They typically contain such information as the plot location, owner or occupant name, address, and amount paid each year. The series documents a period of transition between annual care payments and the later requirement of payment for perpetual care.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as representative documentation of the transition from annual care payments to perpetual care.

AGENCY: Springville (Utah)

SERIES: 28282

TITLE: Cemetery plot care payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 82997

3

TITLE: Council minutes

DATES: 1853-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Proceedings of the city council.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Springville (Utah)

SERIES: 82997

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

AGENCY: Springville (Utah)

SERIES: 13462

3

TITLE: Library board minutes

DATES: 1921-1952, 1966-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 24, Item 3.

AUTHORIZED: 01/25/1994

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Springville (Utah)

SERIES: 13462

TITLE: Library board minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 25205

3

TITLE: Publications

DATES: 1973-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Springville or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

"Flood Plain Information - Hobble Creek" prepared for the city of Springville by the Department of the Army, Sacramento District Corps of Engineers (June 1973)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Springville (Utah)

SERIES: 25205

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 13463

3

TITLE: Scrapbooks

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 01/25/1994

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public